

CITY OF BURBANK

JAILER

DEFINITION

Under direction, to operate a City jail; care for and process arrestees; and to do related work as required.

ESSENTIAL FUNCTIONS

Receives, searches, books, and releases prisoners; physically controls and restrains uncooperative prisoners; supervises juveniles in temporary custody; conducts local and outside agency checks on fingerprint systems for outstanding wants or warrants of arrestees; fingerprints and photographs prisoners, applicants, and citizens; check-in and releases personal property; inspects and maintains jail facilities' security, cleanliness, and general upkeep; supervises prisoner visitation; transports prisoners to and from courts, line-ups, cells, and other locations; performs functions related to court arraignments; maintains records including meals, prisoners, visitors, property, bookings, and trustee work assignments; prepares and serves meals for prisoners; prepares Police reports in person or by phone; provides information and other non-enforcement Police services to the public; makes referrals or otherwise handles public inquiries; drives Police vehicles; operates typewriter, computer, radio, and other specialized equipment; performs general clerical functions; uses a SCBA (Self Contained Breathing Apparatus) for emergency rescue or evacuation; works various shifts and performs related duties as required; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Skill in - defusing and dealing rationally with highly emotional and stressful situations; establishing and maintaining effective working relationships with supervisors and fellow employees.
- Ability to - learn and qualify in defensive tactics and in chemical and other non-lethal weapons; successfully complete the training required by the California Department of Corrections; follow written and oral instructions; effectively supervise activities of prisoners; read and accurately document text and statistical information; work nights; comply with all laws and policies, especially those dealing with confidentially and human rights; utilize self-contained breathing apparatus and related equipment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent.

Special Conditions & Requirements: At least 21 years of age at time of appointment. Must be in good physical condition and able to perform required duties. United States citizen or a permanent resident alien, who is eligible for and has applied for citizenship by the last day for filing. NOTE: Citizenship must be obtained within three (3) years after filing the citizenship application or the employee will be terminated from their position.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Be able to type 20 net words per minute.